

Minutes of the Whangarei Theatre Company Executive Committee

Held at Riverbank Centre Monday 28th October 2019

The meeting commenced at 7.07 pm.

Present: Barbara Trimmer, Ian Page, Marjorie Bowdler, Eilean Rawson, Penny Mashlan, , Camilla Harmston, Shane Green, Cameron Shelley, Gail Yearbury, Greg Parker.

Apologies:, Shiree Lee, Pani Taukiri, Tane Davis, Sharon Simpson

<p>Minutes of the previous meeting:</p> <p>Motion: Marj moved and Ian seconded that they be accepted as a true and correct record of the meeting. Carried</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Belltech proposal, no further information. • RENT - no final report received, a 10k surplus noted by Ian. • Peoples awards- no update. Marj has asked questions around this. What planning has taken place for the Awards night? Who is involved with the 'entertainment' side, any rehearsals planned? What information is being sent out to members? What tickets are available for purchase on the website? Have cast members and crews been notified from the previous shows? Tane, Eilean and Marj need to coordinate a meeting to discuss progress. Need to clarify with Tane his future involvement. Gail to contact Tane to discuss. • Harry Lyon- Barbie stated that this event went well. 	<p>Action</p> <p>Marj</p> <p>Camilla</p> <p>Marj / Eilean / Tane</p> <p>Gail</p>
<p>Finance report:</p> <ul style="list-style-type: none"> • Moved: Ian moved and Penny seconded that the payments for September 2019 totaling \$3,780.46 be approved for payment. Carried • Moved: Ian moved and Gail seconded that the Electronic and Direct Debit payments for October 2019 totaling \$3,618.0 be approved for payment. Carried 	<p>Ian</p>
<p>Correspondence:</p> <ul style="list-style-type: none"> • Choral society email- Gilbert and Sullivan proposal discussed. It was decided that more information is required. Penny to gain more detail around this. 	<p>Penny</p>
<p>Previous Show: As above, no final report has been received for RENT. The Green room / workshop was left with a great deal of rubbish to be cleared which Ian undertook.</p>	<p>Ringi Tane</p>
<p>Forward Planning: Changes to programme: Pamela pointed out that 'Ladies in Black' was a Musical and she was concerned that we had only planned on six performances and early in the year could be difficult for rehearsals. She wondered if it could be swapped with 'Murder of My Aunt' After some discussion it was decided not to swap it but to have nine performances. The Gala night would be Thursday 19th March and we would run Thurs, Fri, Sat until April 4th with a matinee on March 28th. Pamela noted that the Sunday auditions were 12.30 – 4p.m. She still needs a repetiteur but Alison Thomson will look into that.</p> <p>'Shrek' Has had its first Production Meeting and they would also like some changes to dates. They would like to have the final week of Production in the first week of the July</p>	<p>Eilean</p>

<p>school holidays. They will therefore like to start on June 25th and close July 11th. There may be a problem with a booking for July 12th. So it will need to come up before the Exec.</p> <p>They would also like the final Dress Rehearsal to be for friends and family only and have first night as a Gala Opening for the sponsors and a supper. A rough budget has been done around \$30,000.</p> <p>‘Murder of My Aunt’ This has now been reduced to six performances. To enable this, the Final Dress Rehearsal will be Tues 1st September – to avoid the Church on Wednesday- and the Opening Night will be Thursday Sept 3rd closing on Sept 12th. This will need quite a bit of publicity and the fact that it is the World Premier of the play needs to be highlighted.</p> <p>‘Oliver’ We shall get final approval in November for this and the call for directors for ‘Murder of My Aunt’ and ‘Oliver’ needs to be as soon as we get it.</p> <p>2021 We are looking at producing only three shows in 2021 as ‘We Will Rock You’ is to be presented in the Capitaine Bougainville. Probably a play first up and the end of the year another musical. It should be a very different style to ‘We Will Rock You’.</p>	
<p>General Business:</p> <ul style="list-style-type: none"> • Website: Discussion around our current website and need for ease of use, dropdown boxes need attention. Good headings, photos and sponsors page thought to be important. Ian discussed potential need for a grant to utilise a web designer to assist us. We could upload content ourselves or they could upload and maintain site. Camilla to obtain quotes for web design and maintenance. • Roles and Responsibilities: Are these OK as they are? Need to have confirmed prior to AGM. Marj suggested that they could be broken down and we could discuss four or five at each meeting. As some of them are linked this may not be viable. No firm decision made. • AOT FOH: Pani- October. Marj has offered to do Box office for Nukes. Camilla and Marj to liaise. Pani to organise Ushers. • Gifts: Barbie discussed ‘note caddy’s with pen’. These have the theatre name on the outside. Suggested to use for sponsors as a gift. Moved: Eilean moved and Ian seconded that we purchase 100 for this use, to be held by secretary or Ian Shaw at sponsorship meetings. Carried • Honours Board: This needs to be put back on the wall. Ian to coordinate. General discussion around options for foyer and promotion of shows produced by WTC. • Complimentary tickets: This list has been updated. Any alterations or additions committee to let Ian know. • Wish list: General discussion around order of wish list. The roof, air conditioning and outside paneling are a given that need to be done. A foyer upgrade and the purchase of chairs were seen as priorities at this stage. Members toilets, kitchen equipment and bar fridge were also mentioned as requirements in the future. Moved: Penny moved and Gail seconded that we obtain a grant for chairs for the Hatea room. Penny will work on same. Carried 	<p>Camilla</p> <p>Camilla / Marj / Pani</p> <p>Barbie Ian</p> <p>Ian</p> <p>Ian</p> <p>Penny</p>

<ul style="list-style-type: none"> • NAPTA Governance: Ian discussed that roles for award consideration need to be decided by role and not cast member. Eilean stated that lead and supporting roles should be decided by the director before casting. Ian stated that it is one lead male / female and one supporting male/ female. The roles allowed have been cut back. • Roof upgrade: Shane discussed the assessment which he had just received. The roof needs replacing. He has forwarded the report to Foundation North who may only look at a contribution related to the complex design of the roof. We will require further funding assistance to complete this project. Shane will apply to Lotteries. Gail suggested looking at community funding options. Camilla to contact Ian Shaw in this regard. • Stage Curtains: these need re hemming. Moved: Eilean moved and Ian seconded that we obtain a grant from Pub Charities to complete this work. Penny will complete. Carried • Props cupboard: Barbie thanked Shiree for her assistance with this. Going forward individuals will need to go through either Shiree or Barbie for access and use of same. • Confidentiality: Barbie tabled an email from Shiree around individuals not on the executive knowing before committee members what is going on in the theatre. Information had been obtained from a member of the forward planning committee. Change of dates etc etc. This is both embarrassing and unacceptable. A reminder around the confidentiality of these meetings. All agreed. • NAPTA Volunteer of the year award: Discussion around this, no nominations put forward. • Titus Andronicus: The production team has asked for the use of props and set, same approved. Dates of play confirmed as the 17/18th January 2020. • Worksafe; Gail informed the committee she had heard nothing further. The committee advised no further contact required. 	<p>Marj</p> <p>Shane</p> <p>Camilla</p> <p>Penny</p> <p>Barbie / Shiree</p> <p>All</p>
<p>All members and observers are reminded that the substance of the deliberations leading to decisions must remain confidential at all times.</p>	<p>ALL</p>
<p>The Meeting closed at 9.39pm</p> <p>Next meeting Monday 25th November 7pm</p>	

Signed

Dated 25th November 2019

Barbara Trimmer - President